

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, MARCH 18, 2004
8:15 A.M.**

Commissioners Present: Ray Stevens, Chair
Larry Hudkins, Vice Chair
Bob Workman
Deb Schorr

Commissioners Absent: Bernie Heier

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Kristy Mundt, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:17 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, MARCH 9, 2004

MOTION: Schorr moved and Workman seconded approval of the Staff Meeting minutes of March 9, 2004. Workman, Stevens and Schorr voted aye. Hudkins was absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Government Access and Information Committee (GAIC) Representative
- B. Microcomputer Requests:
 - 1. C#2004-113, \$57,205.63 from the Community Mental Health Center for 50 HP EVO Pentium IV's and Software (Exhibit A)
 - 2. C#2004-114, \$1,558.76 from the County Engineer for One (1) Laptop Computer and Software (Exhibit B)
- C. Letter of Support for the Lincoln Convention & Visitors Bureau's (CVB's) Proposal to Host the 2007, 2008 and 2009 Nebraska Association of County Officials (NACO) Annual Conferences (Exhibit C)

D. Report on March 17, 2004 Lincoln-Lancaster County Planning Commission Meeting

MOTION: Schorr moved and Workman seconded approval of the additions to the agenda. Schorr, Stevens and Workman voted aye. Hudkins was absent from voting. Motion carried.

ACTION ITEMS

- B. Letter to Norris Public Power Requesting Placement of an Antenna on Radio Tower West of Hallam, Nebraska (Exhibit E)
- E. Request for Antenna Space on Nextel and Nebraska Public Power District (NPPD) Towers for Rural Volunteer Fire Departments (Exhibit F)

Kerry Eagan, Chief Administrative Officer, said a correction needs to be made to the coverage area in the letter to Nextel Communications.

Jim Densberger, Lancaster County Firefighters Association, appeared and said Norris Public Power's antenna may need additional generation power and said the County may be asked to share in that cost.

MOTION: Schorr moved and Workman seconded to: 1) Authorize the Chair to sign the letters, with the noted correction; and 2) Direct staff to identify an appropriate contact at Nextel Communications. Workman, Schorr and Stevens voted aye. Hudkins was absent from voting. Motion carried.

3 COMMISSIONER MEETING REPORTS

- A. Monthly Meeting of County Board Chair, Vice Chair and Mayor - Stevens, Hudkins

Stevens said proposed changes to the jail interlocal agreement were discussed and said draft language will be forwarded to the Mayor's Office. He also reported that the Mayor was not aware of any need to expand the 911/Emergency Communications Center.

- B. Parks and Recreation Advisory Committee - Schorr

No report.

C. Region V Governing Board - Schorr

Schorr said a resolution supporting the concepts behind LB 1083 (Adopt the Nebraska Behavioral Health Services Act) was passed. Plans for a single point of entry for Emergency Protective Custody (EPC) were also discussed.

D. General Assistance (GA) Monitoring Committee - Stevens, Schorr

Stevens and Schorr reported on continued problems relating to the processing of pharmacy claims.

E. Air Pollution Control Advisory Board - Hudkins

The meeting was cancelled.

Hudkins arrived at 8:49 a.m.

F. Board of Health - Hudkins

Hudkins said Bruce Dart, Lincoln-Lancaster County Health Department Director, was directed to address the City Council and explain how difficult it will be to enforce the City's smoking ordinance.

G. Information Services Policy Committee (ISPC) - Stevens

Stevens said steps are being taken to address the problem of computer viruses.

H. Community Learning Centers (CLC) Committee - Schorr

Schorr said Family Service will provide a full-time mental health counselor in the schools. She also said she has decided to not participate in a site visit in Portland, Oregon.

I. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Workman, Stevens

Workman said discussion focused on ambulance service and the Fire Department's budget.

ADDITIONS TO THE AGENDA

Hudkins asked that a report on the Lancaster Manor Foundation be added to the agenda.

MOTION: Workman moved and Schorr seconded to add the item to the agenda. Hudkins, Workman, Stevens and Schorr voted aye. Motion carried.

COMMISSIONER MEETING REPORTS

J. Lancaster Manor Foundation - Hudkins

Hudkins reported receipt of a \$24,173 donation. He also relayed concerns regarding how the survey team from the Nebraska Department of Health and Human Services (HHS) treated Lancaster Manor residents.

- 4 LEGISLATIVE UPDATE** - Gordon Kissel, Legislative Consultant; Amy Prenda, Director of Legal Research and Analysis for Kissel/E&S Associates

Gordon Kissel, Legislative Consultant, presented a legislative update (Exhibit D).

- 5 CITY/COUNTY FINAL PLAT NO. 04010, STEVENS CREEK POINTE ADDITION, NORTH 134TH AND HOLDREGE** - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, gave an overview of City/County Final Plat No. 04010, Stevens Creek Pointe Addition, consisting of seven lots and three outlots (Exhibit G).

The Board asked DeKalb to provide information relative to the number of acreage lots in the County and a chart showing the number of lots approved in Community Unit Plans (CUP's) in the last few years.

Schorr requested information relating to the value and sale price of lots and DeKalb referred her to the County Assessor/Register of Deeds.

- 6 A) NORTH 7TH STREET BRIDGE OVER I-80; B) BEAL SLOUGH BRIDGE AND FOUR-LANING OF PIONEERS BOULEVARD; C) WEST BY-PASS; D) SOUTH BELTWAY; E) SOUTHWEST 40TH STREET VIADUCT; F) HICKMAN VIADUCT AND G) NORTHWEST 70TH AND SUPERIOR STREETS)** - Don Thomas, County Engineer; Virgil Dearthmont, Bridge Division Head

West By-Pass

Don Thomas, County Engineer, said the Nebraska Department of Roads will hold a public hearing on proposed improvements and changes to the West Bypass on April 14, 2004.

Thomas distributed an aerial map of proposed improvements to the intersection of South 14th Street, Warlick Boulevard and Old Cheney Road (Exhibit H), noting Old Cheney Road will no longer be a through traveled road and traffic will be diverted down Warlick Boulevard to Highway 77.

In response to a question from Hudkins, Thomas said it appears that there is no way to build an overpass or interchange without touching Wilderness Park and said federal funding will be withdrawn if the project encroaches on the park.

South Beltway

Thomas distributed a map of the mid portion of the South Beltway (Exhibit I), noting the following: 1) South 54th Street has a bridge over the bypass, with no connection; 2) South 68th Street will be tied to South 70th Street in a four-way intersection; 3) South 82nd Street will be tied to South 84th Street in a four-way intersection; and 4) No interchange at South 96th Street. He said closure of South 98th Street at Yankee Hill Road has also been discussed, due to its close proximity to Highway 2.

Hudkins urged further consideration of keeping South 98th Street open to Highway 2.

Thomas said the interchange at South 82nd Street could be moved to South 98th Street. He said it is also proposed that South 27th Street be curved south of the Beltway and connected to Bennet Road to provide full access all across the county and to pick up other traffic south of the beltway.

Workman asked about closure of Rokeby Road where it connects to Highway 77 over to the West Bypass.

Thomas agreed to review the matter further.

Hudkins said the Lincoln Airport Authority is willing to reroute Northwest 48th Street into their property and suggested coordination with the County Engineer.

North 7th Street Bridge over I-80

Thomas said he supports the proposal from the Nebraska Department of Roads to close the North 7th Street crossing of I-80 (remove the existing bridge over I-80 without replacement) in exchange for four lanes, plus turning lanes, at the North 14th Street bridge over I-80.

Beal Slough Bridge and Four-Laning of Pioneers Boulevard

Stevens noted prior discussion of plans to replace a narrow, deficient bridge over Beal Slough on Pioneers Boulevard (see Staff Meeting minutes of February 5, 2004) and said several Board members expressed their belief that a four lane, rather than a two lane, bridge will be needed to handle traffic from the interchange. Issues include the need for an easement from the Burlington Northern/Santa Fe Railroad and whether there is a reasonable alternative to taking land from Wilderness Park.

Thomas explained that all access to Wilderness Park would be lost on Pioneer Boulevard.

Virgil Dearmont, Bridge Division Head, said the bridge will eventually be the City's and said Randy Hoskins, City Traffic Engineer, has indicated that the City is okay with a 40 foot wide, two lane bridge.

Schorr noted the close proximity of the Y.M.C.A. Wright Park (soccer fields) and the Optimists' Youth Sports Complex and expressed concern that a two lane bridge would create a "bottleneck" of traffic.

Thomas said a four lane bridge "wouldn't change anything".

Hudkins said there are plans for additional ballfields south of the Optimists'. He asked whether the bridge can be stabilized until the City sorts out the traffic situation and determines when to annex it.

Thomas said concrete was poured to fill holes under the approaches. Further erosion will necessitate closing of the bridge.

Schorr asked whether construction of interchanges and improvements to the South 14th Street, Warlick Boulevard and Old Cheney Road intersection will cause traffic to be rerouted to Pioneers Boulevard.

Thomas said that it is not the intent, as the traffic would be too heavy.

Schorr suggested that this would be an appropriate item for discussion at the April 5, 2004 City-County Common Meeting.

Thomas said he will expect direction following that meeting.

Southwest 40th Street Viaduct

Thomas said he supports the location of the viaduct.

Hudkins said there are a number of tracks that need to be traversed on 40th Street and asked whether Northwest 42nd would be a better location.

Thomas said this seems to be the best location, in terms of existing right-of-way.

Hickman Viaduct

Thomas said a public information meeting will be held at Norris School on April 14, 2004. He said the intent is to pave the detour and said 82nd Street, which has a traffic count of 71 vehicles per day, is the likely route. Thomas recommended that the County seek a relaxation of standards to temporarily pave the road for the construction period and agree to remove it once the job is complete (cost estimated at \$150,000 to \$175,000).

Hudkins said he would hate to waste that amount of money and favors grading and paving to standards.

Thomas said some projects require an expenditure of funds that don't have a return.

Northwest 70th and Superior Streets

Thomas said the project is "back on track". He said the dam will be built with a 41 foot top and the road will build it as a future two-lane roadway.

- 7 A) VISITORS PROMOTION ADVISORY COMMITTEE (VPAC) QUARTERLY REPORT; B) VISITORS CENTER UPDATE; AND C) LINCOLN PARTNERSHIP FOR ECONOMIC DEVELOPMENT (LPED) -**
Jim Fram, Lincoln Chamber of Commerce President; Wendy Birdsall, Lincoln Chamber of Commerce; Sandi Witkowicz, Lincoln Convention & Visitors Bureau (CVB) Director

A) Visitors Promotion Advisory Committee (VPAC) Quarterly Report

Sandi Witkowicz, Lincoln Convention & Visitors Bureau (CVB) Director, said the CVB has been working through the Randall Travel Study's recommendations with a focus on the advertising and public relations programs. She also reported that lodging tax revenue is running slightly behind last year.

Jim Fram, Lincoln Chamber of Commerce President, explained that there has been a complete shift in the marketing program and said the consultant has indicated it is not uncommon to see a slight dip in lodging tax revenue during transition.

Schorr inquired about website development.

Witkowicz said the server has been replaced and customer contact management software is in the initial stages of implementation, which should streamline operations.

B) Visitors Center Update

Fram said the CVB is in the process of negotiating with three potential sites for relocation of the Visitors Center, one of which is the Old Federal Building's Comfort Station.

C) Lincoln Partnership for Economic Development (LPED)

Fram said the AngelouEconomics Study recommended that Lincoln increase its economic development budget to be competitive with its peers. He said the Lincoln Partnership for Economic Development's (LPED's) 2004 budget totals \$925,000 and asked the County to increase its \$2,500 private sector membership to the \$10,000 membership level, with a three year commitment. He said the City has been asked to increase its contribution as well.

MOTION: Hudkins moved and Schorr seconded to increase Lancaster County's participation in the Lincoln Partnership for Economic Development (LPED) to \$10,000 per year, with a three year commitment, and direct Kerry Eagan, Chief Administrative Officer; and Dave Kroeker, Budget and Fiscal Officer, to determine the funding source. Hudkins, Workman, Stevens and Schorr voted aye. Motion carried.

Fram disseminated an investor prospectus and a brochure outlining questions and answers about LPED (Exhibits J & K).

8 OASIS ENHANCEMENT FOR ASSESSOR/REGISTER OF DEEDS AND TREASURER - Norm Agena, County Assessor/Register of Deeds; Rob Ogden, Chief Field Deputy Assessor/Register of Deeds; Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds; Terry Adams, Deputy County Treasurer; Doug Thomas, Information Services Director; Dave Kroeker, Budget and Fiscal Officer

Norm Agena, County Assessor/Register of Deeds, said the number of main frame users of OASIS (computer assisted mass appraisal database) system is decreasing, due to users converting to server based systems. He said support and maintenance costs are increasing to the point where the remaining users will be forced to convert to a server based system. Agena requested authorization to negotiate a contract with CLT for the purchase and installation of ORION , an upgrade to the present CAMA system, noting \$30,000 will be required from the Microcomputer Fund to upgrade work stations in the office. The upgrade would also include the County Treasurer's tax accounting system.

Agena said the County will be a BETA site for the installation of the upgrade, which will save \$150,000 in initial costs (Exhibit L).

Terry Adams, Deputy County Treasurer, said the product for the Treasurer's piece will not be ready until the second or third quarter of 2005. He said the contract will stipulate that the County will not purchase that piece if it is deemed unsatisfactory.

Agena explained that the two systems can run separately and said the Treasurer can remain on the main frame.

Doug Thomas, Information Services (IS) Director, said there will be efficiencies and cost savings but said it is difficult to determine the exact amount, as the offices will be paying for different types of services. He said his department recovers costs and said some will be passed on to other offices.

Rob Ogden, Chief Field Deputy Assessor/Register of Deeds, presented Lancaster County Quarterly Timeline for Property Tax and Recorders System Upgrade, Project Fee Estimated Billing Schedule (Exhibit M).

Dave Kroeker, Budget and Fiscal Officer, gave an overview of Projects to Consider for a Possible Bond Issue (Exhibit N).

Ogden said his office wants one system but would be willing to remove the Deeds' piece if there is a less costly IS solution.

Kroeker said the bond issue will be based on estimates and said he believes any excess can be used to pay principal and interest.

MOTION: Workman moved and Hudkins seconded to bond \$1.447,507 million for the upgrade.

Schorr suggested that the Board proceed with the appraisal piece and add the other pieces two or three years from now.

Ogden said the cost will be significantly greater.

ROLL CALL: Hudkins and Workman voted aye. Stevens and Schorr voted no. Motion failed.

Board consensus was to delay the item for one week.

9 BRIEFING REGARDING: A) APPEAL PROCESS TO NEBRASKA LIQUOR CONTROL COMMISSION; AND B) LIQUOR LICENSE TIMING REQUIREMENTS/PROCESS - Kristy Mundt, Deputy County Attorney; Bruce Medcalf, County Clerk; Trish Owen, Chief Deputy County Clerk

A) Appeal Process to Nebraska Liquor Commission

Kristy Mundt, Deputy County Attorney, gave an overview of the appeal process for the Nebraska Liquor Control Commission.

MOTION: Workman moved and Hudkins seconded to direct the County Attorney's Office to file: 1) A petition in District Court to appeal the decision of the Nebraska Liquor Commission to grant a Class F (Beer On Sale Only) liquor license to Gas 'N Shop Inc d/b/a/ Gas 'N Shop #41 located at 4003 West Highway 34; and 2) A motion for a stay of action, pending the appeal. Hudkins, Workman, Stevens and Schorr voted aye. Motion carried.

B) Liquor License Timing Requirements/Process

Trish Owen, Chief Deputy County Clerk, disseminated copies of Liquor License Procedure for the County Clerk's Office (Exhibit O).

10 MOTOCROSS TASK FORCE - Mike DeKalb, Planning Department; Darl Naumann, Administrative Assistant to the Mayor/Economic Development

Darl Naumann, Administrative Assistant to the Mayor/Economic Development, said the Lincoln Chamber of Commerce's Economic Development Committee would be willing to determine the need and economic benefits of a motocross track and identify potential sites. He said the Board could then follow-up with a citizens advisory committee.

Eagan noted that the City has a racetrack component in its zoning ordinance.

Mike DeKalb, Planning Department, said the Board could set criteria and define where it would be allowed, borrowing from the City's language.

MOTION: Workman moved and Hudkins seconded to direct Darl Naumann, Administrative Assistant to the Mayor/Economic Development, in conjunction with the Lincoln Chamber of Commerce's Economic Development Committee, to investigate the need and economic benefits of a motocross track and identify potential sites. Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

11 ACTION ITEMS

A. City-County Common Agenda Items (April 5, 2004)

Topics suggested were Lincoln's lot shortage and four-laning of Pioneers Boulevard.

The Chair will relay that the Board is not interested in further discussion of Comprehensive Plan Amendment No. 03007 (Amend the 2025 Lincoln/Lancaster County Comprehensive Plan to remove a statement relating to the future determination of county impact fees) and questions whether it is necessary to continue discussion with the Lincoln-Lancaster County Planning Commission.

B. Letter to Norris Public Power Requesting Placement of an Antenna on Radio Tower West of Hallam, Nebraska

Item moved forward on the agenda.

C. Agenda Items for Joint Meeting with Lincoln Public Schools (LPS) and City Council (April 13, 2004)

There will be a presentation on Automatic External Defibrillators (AED's).

D. Start Date for Single Point of Entry for Emergency Protective Custody (EPC)

MOTION: Schorr moved and Hudkins seconded to: 1) Start the single point of entry for Emergency Protective Custody (EPC's) at one second after midnight on April 1, 2004; and 2) Authorize the Personnel Department to proceed with a .6 Full-Time Equivalent (FTE) Team Supervisor position. Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

E. Request for Antenna Space on Nextel and Nebraska Public Power District (NPPD) Towers for Rural Volunteer Fire Departments

Item moved forward on the agenda.

F. Authorization for Tim Genuchi, Accounting Operations Manager for the County Clerk's Office, to Become the Employer Security Administrator on the Nationwide Retirement Solutions (NRS) Website

MOTION: Workman moved and Schorr seconded approval. Hudkins, Workman, Stevens and Schorr voted aye. Motion carried.

G. Letter of Support for Camp Creek Threshers Bid to Host 2006 National Massey Harris Show (Exhibit P)

MOTION: Hudkins moved and Workman seconded approval. Hudkins, Workman, Stevens and Schorr voted aye. Motion carried.

H. Membership Invoice from Nebraska Great Plains Resource Conservation & Development (RC&D) Program (\$150)

MOTION: Workman moved and Hudkins seconded approval. Workman, Hudkins and Stevens voted aye. Schorr abstained from voting. Motion carried.

12 ADMINISTRATIVE OFFICER REPORT

A. Economic Development District

The Board declined an invitation to join the Southeast Economic Development District.

B. Community Mental Health Center (CMHC) and Harvest Project Grants

Gwen Thorpe, Deputy Chief Administrative Officer, said Randall Funding and Development, Inc. is responding to a request from Dean Settle, Community Mental Health Center (CMHC) Director, to look for grants to pay for a 60,000 square foot building for expansion of the CMHC program and funds for the Harvest Project.

Workman exited the meeting at 1:19 p.m.

C. Community Blood Bank Building Architect

Dave Kroeker, Budget and Fiscal Officer, appeared and reported receipt of a bill in the amount of \$2,106 from Sinclair Hille & Associates Inc. for professional services relating to the Community Blood Bank Building (the County recently purchased the building for relocation of the Community Mental Health Center's Adams Street Program).

MOTION: Hudkins moved and Schorr seconded to direct Kerry Eagan, Chief Administrative Officer, to check whether the County has an architect of record and if not, to bring forth a contract for those services. Hudkins, Stevens and Schorr voted aye. Workman was absent from voting. Motion carried.

D. Bond Issue

MOTION: Schorr moved and Hudkins seconded to schedule a Staff Meeting immediately following the Board of Commissioners Meeting on March 23, 2004 to discuss a potential bond issue. Hudkins, Stevens and Schorr voted aye. Motion carried.

MOTION: Stevens moved and Schorr seconded to authorize the County Assessor/Register of Deeds to begin contract negotiations with CLT for the purchase and installation of ORION .

Hudkins stated, as a point of order, that the Chair cannot make a motion.

No further action was taken on the motion.

The Board requested additional information regarding the number of remaining OASIS users and an estimation of when they will convert to a server based system.

E. Employee Bus Passes

MOTION: Hudkins moved and Schorr seconded to offer 50 percent reimbursement of the cost of a bus pass to employees, effective July 1, 2004, subject to a favorable opinion from the County Attorney. Hudkins, Stevens and Schorr voted aye. Workman was absent from voting. Motion carried.

F. Claims to be Reviewed

The Board scheduled the claims (see agenda packet) on the March 23, 2004 Board of Commissioners Meeting agenda.

G. Health Plan Request for Proposals (RFP) Plans in Douglas County, Nebraska

Board consensus was to not pursue a joint RFP.

H. County Rent Obligation to Nebraska Department of Health and Human Services (HHS)

Kroeker said the County is required to provide 41,267 square feet of space for welfare services. He said HHS leased space in Golds Galleria and the County's share of the cost is \$230,206.06.

I. Request for Proposals (RFP) Selection Committee for Lincoln-Lancaster County Health Department Expansion

Schorr will serve as the County's representative on the committee.

- J. Emerald, Nebraska Water System

Item held.

ADDITIONS TO THE AGENDA

- A. Government Access and Information Committee (GAIC) Representative

MOTION: Schorr moved and Hudkins seconded to appoint Gwen Thorpe, Deputy Chief Administrative Officer, to the Government Access and Information Committee (GAIC) and Kerry Eagan, Chief Administrative Officer, as alternate. Schorr, Stevens and Hudkins voted aye. Workman was absent from voting. Motion carried.

- B. Microcomputer Requests:

- 1. C#2004-113, \$57,205.63 from the Community Mental Health Center for 50 HP EVO Pentium IV's and Software (Exhibit A)

Item held.

- 2. C#2004-114, \$1,558.76 from the County Engineer for One (1) Laptop Computer and Software (Exhibit B)

MOTION: Schorr moved and Hudkins seconded approval. Schorr, Stevens and Hudkins voted aye. Workman was absent from voting. Motion carried.

- C. Letter of Support for the Lincoln Convention & Visitors Bureau's (CVB's) Proposal to Host the 2007, 2008 and 2009 Nebraska Association of County Officials (NACO) Annual Conferences (Exhibit C)

MOTION: Hudkins moved and Schorr seconded approval. Hudkins, Schorr and Stevens voted aye. Workman was absent from voting. Motion carried.

- D. Report on March 17, 2004 Lincoln-Lancaster County Planning Commission Meeting

Stevens said he appeared at the meeting and apologized to the Lincoln-Lancaster County Planning Commission and Planning Department for his confusion regarding what they were doing with Comprehensive Plan Amendment No. 03007 (Amend the 2025 Lincoln/Lancaster County Comprehensive Plan to remove a statement relating to the future determination of county impact fees).

Stevens said he informed them that the Board wants all references to county impact fees removed from the Comprehensive Plan.

13 ADJOURNMENT

MOTION: Schorr moved and Hudkins seconded to adjourn the meeting at 2:12 p.m. Schorr, Hudkins and Stevens voted aye. Workman was absent from voting. Motion carried.

Bruce Medcalf
Lancaster County Clerk